



Fire Department

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February 27, 2025

To the Honorable
The Board of Fire and Police Commissioners
200 East Wells Street, Room 705
Milwaukee, Wisconsin 53202

Dear Commissioners:

The department is in the process of revising all sworn job descriptions, starting with the Bureau of Operations. The job descriptions included, in rank order, are:

Deputy Chief, Fire (Firefighting)	Fire Lieutenant
Deputy Chief, Fire (Special Operations)	Fire Lieutenant – FIU
Battalion Chief, Fire	Fire Lieutenant (on a Paramedic Unit)
Fire Captain	Heavy Equipment Operator
Fire Captain – Fire Investigation Unit (FIU)	Firefighter
EMS Supervisor	Firefighter (Fire Paramedic)

The primary revisions are under F., Minimum Qualifications Required, and are as follows, for all positions:

- Adding verbiage that members must retain their Emergency Medical Technician (EMT) – Basic license throughout employment; or Paramedic License during tenure in that position, if applicable.
- Adding verbiage that members must maintain a valid Wisconsin Driver's License throughout employment.
- Adding, "All certifications, credentialing, licenses, and registrations required for the position must be maintained throughout employment and without restriction(s), unless there is express consent given by the Fire Chief."
- Adding, "Must have a working knowledge of computer programs and software applicable to job duties."

For management (Chief Officers), the following additions have been made:

- All Chief Officers now have verbiage indicating that they may be required to complete additional training and/or education at the discretion of the Fire Chief as a part of the promotion.
- The Deputy Chief of Special Operations may be required to train or certify in Special Operations disciplines as determined by the Fire Chief.
- Under Essential Functions/Duties and Responsibilities for the Battalion Chief position, it now includes formal mentoring of Fire Captains. This was previously implied (*Counsels, motivates, and maintains subordinate performance....*)

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For Local 215 positions (non-Chiefs), the additional revisions are:


- Adding, "Must meet and remain current with all qualifications as established by the department, and approved by the City of Milwaukee Fire and Police Commission."
- Captains, Lieutenants and Heavy Equipment Operators: Adding verbiage that members must complete the MFD Professional Development program for the rank into which they are being promoted prior to promotion.
- Captains and Lieutenants: Adding verbiage that members may be required to complete additional training and/or education relevant to the position at the discretion of the Fire Chief.
- Fire Investigation Unit (FIU) Captain and Lieutenants: Adding multiple specific certifications and classes relative to fire cause and determination. Adding titles of accrediting bodies as appropriate to reflect updates at state and national level. Adding differentiation between unit-assigned and non-assigned members. Adding mentoring of newly-trained members (Captain only).

Many of these additions were made to bring the descriptions in line with the current performance, practices, or expectations contained in other documents such as previously approved FPC job announcements.

Additional training or education references are intended to future-proof the positions, or to make clear the department expectation to update legacy training as necessary. Our training academy and current practices continue to support members receiving training locally or nationally, whether for maintaining or advancing skills or for promotion. Additionally, multiple members in different operational areas must acquire or maintain specialized licensing by other bodies as a part of their employment. The changes make clear the expectation to keep said licensing in good standing, as it pertains to the job or position, and we continue to make accommodations for exceptional unavoidable cases such as military leave or unforeseeable emergencies. These changes formally hold the membership and management accountable to support the development and maintenance of the knowledge, skills, and abilities of department members.

The job descriptions are also attached for your review. Alterations are highlighted in yellow. Any questions or concerns regarding these revisions can be directed to Assistant Chief Joshua Parish, Support Bureau, at (414) 286-8946.

Respectfully,



AARON LIPSKI
Chief

AL/JP/jlb
Enclosures
FPC\Misc\Job Descriptions for Operations Bureau 0225

Approved by the BOARD OF FIRE AND POLICE COMMISSIONERS

Date _____

Executive Director